

**SECRET**  
Classification

REPORTS INVENTORY						CONTROL NO.  039	
<b>PREPARE IN DUPLICATE</b>							
1. TITLE OF REPORT (If a fill-in report include Form No.)  Annual Report to DDS					2. TYPE OF REPORT		
					<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		<input checked="" type="checkbox"/> SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED  8		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Annual			6. DISTRIBUTION (No. of components not number of copies)  4		
7. FORMAT (memorandum, form computer print-out, etc.)  Memorandum		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
		IF YES GIVE ADP PROCESSING NO.			DDS		
10. PREPARING COMPONENT (include lowest level contributing information to report)  Safety Staff				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
Contract	3.89		240	=	933.60		933.60
GS-12	8.18		320	=	2,617.60		2,617.60
GS-13	9.67		4	=	38.68		38.68
GS-14	11.33		8	=	90.64		90.64
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							
3,680.52							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  The information gathered is used primarily by the Safety Staff and reflects where emphasis should be placed in the conduct of the Agency Safety Program. The information is also forwarded to the DDS to enable him to brief the DCI of the status of the safety program as recommended by the Secretary of Labor. Even if the report were discontinued, the Safety Staff must gather the information to know injury causes, cost data, trends, etc. <div style="text-align: right;">STAT</div>							
MOR/CDF							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain)	
16. DATE OF INVENTORY  29 September 1970						17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  CIA Safety Officer	
18. EXTENSION							

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